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Long-Term Care and Aging Services Division
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PROGRAM MEMO

TO: Area Agencies on Aging Directors, Local Long-Term Care Ombudsman Programs

NO: PM 19-07

DATE ISSUED: September 13, 2019

SUBJECT: Area Plan Contract AP-1920 Amendment 1 Budget and Reporting Information

EXPIRES: June 30, 2020

PROGRAMS AFFECTED: General Fund and State Health Facilities Citation Penalties Account

SUPERSEDES: PM 19-02

Purpose

This Program Memo (PM) provides funding information and specifies reporting requirements for your July 1, 2019-June 30, 2020 State Fiscal Year (SFY) Area Plan (AP) contract AP-1920, Amendment 1.

All contract-related documents, including Budget Displays and the Local Assistance Contract Checklist (CDA 9007), can be found on the [Area Agencies on Aging \(AAA\)](#) of the California Department of Aging's (CDA) website.

Funding

CDA is amending the contract to reflect the following:

- An additional allocation of \$4.2 million in General Fund (GF) for the Long-Term Care (LTC) Ombudsman Program.
- Allocates an increase of \$1,000,000 in State Health Facilities Citation Penalties Account (SHFCPA) funds to local LTC Ombudsman programs. Funding for the next fiscal year is contingent upon the determination by Department of Finance if there will be any amount available for the 2020-21 State Fiscal Year.

Allocation Methodology

To determine each AAA's contract allocation, CDA used the methodology described in the AP-1920 Amendment #1 Allocation Methodology document found on the [Area Agencies on Aging - Budget Displays page](#) of CDA's website.

Allowable Uses of Funds

Local LTC Ombudsman programs will use the GF and the SHFCPA funds to make in-person visits, not in response to a complaint, at least once each quarter to every skilled nursing facility, intermediate care facility (non-Developmentally Disabled), and residential care facility for the elderly, within their regions.

It is the Legislature's intent that this funding be used to supplement and not supplant existing funding for the program.

Request for Funds and Expenditure Reports

To request funds, AAAs must use the [Area Plan Request for Funds \(CDA 150\)](#) form. To report expenditures, AAAs must use the California Aging Reporting System (CARS) and the [Area Plan NSIP/Ombudsman Special Funds Expenditure Report \(CDA 189\)](#). Both documents are found under the Area Plan Documents section of the Fiscal Forms and Documents page on CDA's website.

For guidance on requesting funds or reporting expenditures, refer to the [Area Plan Request for Funds Instructions \(CDA 150i\)](#) and the [Area Plan NSIP/Ombudsman Special Funds Expenditure Report Instructions \(CDA 189i\)](#).

CDA will not process payments for AP-1920 Amendment #1 additional funds until the AAA's Area Plan Budget is approved, and the contract amendment is fully executed. AP Budget (CDA 122) can be found under the Area Plan Documents section of the [Fiscal Forms and Documents page](#) on CDA's website.

Deadlines

To execute this contract, AAAs must submit their Area Plan Budget (CDA 122) as soon as possible, but no later than 30 days from the date of this Program Memo. Additionally, all other contract-related documents identified in the Local Assistance Contract Checklist (CDA 9007) must be returned as soon as possible, but no later than the contract start date.

Monthly Expenditure Reports are due at the end of each following month. Expenditure time periods and closeout deadlines are footnoted on the Budget Display within Exhibit B of the contract.

Inquiries

For Ombudsman program inquiries, email: stateomb@aging.ca.gov.

For fiscal and data inquiries, email: FiscalTeam@aging.ca.gov.

For payment inquiries, email: CDA.Accounting@aging.ca.gov.


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